

HAMILTON COUNTY AIRPORT AUTHORITY
JANUARY 10, 2008

The Hamilton County Airport Authority met on Thursday, January 10, 2008 at 6:00 p.m. in the Hamilton County Government and Judicial Center, One Hamilton County Square, Noblesville, Indiana.

Work Session

Capital Improvement Program

Chris Snyder reviewed the final draft of the Capital Improvement Program.

Master Plan

Facility Requirements Report

Snyder presented a draft of the Airport Master Plan Facility Requirements report as prepared by Maria Muia of Aerofinity, Inc. Snyder stated one of the issues identified was the pavement strength, currently the pavement strength for Runway 18-36 is 75,000 lbs, the original design was 60,000 lbs. Snyder recommended pushing that number up to 90,000 lbs to accommodate larger planes. This would require an additional two plus inches of asphalt or reconstruction of the runway with a stronger base material. Muia has predicted the need for approximately 75 new T-hangars and 20 additional corporate hangars by 2027. Discussion of the location of T-hangars was held. Snyder stated the easements were built for a 98 foot building separation, with the existing taxiway it looks as a 68 ½ foot separation between centerline and the hangar building for a total of 121 feet; the easements do not have to be this wide, the maximum separation needed between the two buildings is 79 feet. The FAA can support hangar taxiway development as part of federal funding. Snyder recommended pulling the centerline in and move the buildings a little closer and then ask the FAA for a waiver on the taxiway separation designs to the hangars. Snyder stated Montgomery is proposing a six unit hangar; he would like to put that hangar in the correct location. Snyder recommended 98 feet and request a waiver from the FAA. Howard asked if we put 98 feet in the plan, are we committed to building the 98 feet with local money? Snyder stated yes. Howard recommended the master plan show it narrower and if we want to make it wider we can, the extra costs would be optional not mandatory. The Authority agreed to lower the width.

Discussion of the location of roadways, additional T-hangars, corporate hangars, parking, and the taxiway system was held.

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Public Session

Don Silvey opened the public session in the Commissioners Courtroom at 7:23 p.m. Roll call was taken and a quorum was declared present of Allyn Beaver, Tom Kapostasy, Ted Moran, Tim Tolson, and Don Silvey. Marc Applegate was absent.

Election of Officers

Moran nominated Don Silvey as President and Tom Kapostasy as Vice President for 2008. Tolson seconded. Allyn Beaver moved that the nominations be closed. Motion carried unanimously (5-0).

Approval of Minutes

A. Beaver motioned to approve the minutes of December 6, 2007. Tolson seconded. Motion carried unanimously (5-0).

President's Report

Response to Boone County Commissioners Letter

Silvey requested affirmation of his response letter to the Boone County Commissioners letter dated December 17, 2007. The letter stated that we are doing an engineering study and that if we reach a point that we need to have a discussion with the Boone County Commissioners we will be delighted to bring it to their attention. We have signed obligations to the FAA and have significant documentation that our primary concern is safety and planning for this transportation infrastructure. Tolson motioned to support the letter. Kapostasy seconded. Motion carried unanimously (5-0).

Committee Reports

Community and Public Relations

Mr. Warren White, Willow Marketing, requested approval of the Letter of Engagement for Willow Marketing Management as agency of record for Indianapolis Executive Airport. White stated nothing has changed from last year's agreement. Silvey stated the amount is for \$22,800; does this include the work funded from the Hamilton County Convention and Visitor's Bureau Grant (HCCVB)? White stated that is included as part of anything we do, we would exhaust that first. Silvey confirmed that of the \$22,800 contract that \$15,000 is covered with the HCCVB Grant? White stated it is not covered by the grant, it is a separate issue, it is for a specific purpose for the HCCVB. Willow hopes to perform that project for the county but an RFP has to be sent out for competitive bids. White stated if we perform that work for you this contract would be part of that grant. Silvey stated we don't have \$22,800 appropriated for marketing. Howard asked if it is \$22,800 plus \$15,000? White stated we have had a \$1,900 retainer for marketing work for Indianapolis Executive Airport (IEA). Willow is asking to renew this contract. Part of what Willow did this year, as part of their contract, was to prepare a grant proposal. We applied for \$34,000 and we were awarded \$15,000 to do two (2) research projects. A stipulation of that award is

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that an RFP has to be sent out to do that work. The two items need to be kept separate. Silvey stated we don't have \$22,800 budgeted; it is \$18,500. Howard recommended approving the contract subject to funding and ask Kim (Rauch) to transfer funds. Howard asked out of the \$23,000 who is preparing the RFP? Rauch stated Mike Howard, Willow Marketing wants to bid on the project so they can not prepare the RFP. Howard asked if the Willow Contract includes transferring what has been done to him so he can prepare the RFP? White stated yes. Howard stated he can do that. Kapostasy motioned to approve the agreement subject to finding funding. Tolson seconded. Motion carried unanimously (5-0).

HCCVB Grant

White stated IEA was awarded a \$15,000 grant to do the research project as stated in the Grant proposal; which is to determine who the target audience is and once we determine who they are to learn more about them. The grant proposal asked for \$34,000 but received \$15,000; the HCCVB stipulated that competitive bids be sent out. HCCVB expects a 110% match and we have always considered what is paid Willow Marketing as the match. Silvey stated the proposal stated we would contact 5,000 people, was there anything in the award that says we have to contact the same number of people with the reduced award amount? Can we scale back the amount of people we contact? White stated he believes so; we have a meeting with the HCCVB on January 22 to discuss those types of items. We have to be able to discuss how we are going to handle the RFP. The money is not paid out all at once; we will have to show progress to receive the other portion. Andrea Montgomery stated they will all (Andrea, Warren and Tim) be attending the meeting on January 22. Rauch stated we have funds available for the match.

Hotel Publication

White stated, Mike Corbitt who prints a publication that goes into all Hamilton County hotels, has offered a discounted rate for a half page ad for the airport for \$1,050 which is a 30% discount. The ad will last one year and be in every hotel in Hamilton County. White stated Willow Marketing will produce the ad and recommends accepting this offer. Tolson motioned to approve. A. Beaver seconded. Kapostasy asked that the airport manager not bring one off requests that we don't have a line item budget in the annual budget in the future. This is immaterial but in general he will not support one off requests unless they are in the budget; whether it is in the capital budget or operating budget. His opinion is that this Board has moved forward far enough with our contractors and airport manager that we ought to be able to work within our budgets. Motion carried unanimously (5-0). Rauch asked that a copy of all grant documentation be given to her.

Indianapolis Executive Airport Report

Andrea Montgomery stated they have been receiving supplies to promote the airport at the NBAA's Dispatchers and Schedulers Convention at the end of

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January. The costs has been approximately \$7,000. Dan, Andrea, and Ray Rice will be attending the conference.

A. Montgomery gave an interview of Biz Voice, which is the State chamber's magazine. She has been asked to sit on the Board of Directors for the State chamber.

Work on the open house for the Indiana Down's Syndrome Foundation is continuing. The date is June 14, 2008. Corporate sponsors are still needed.

Dan and Andrea Montgomery attended the Economic Development Corporation (EDC) lunch for the Westfield Chamber of Commerce and have met with Westfield officials twice regarding development opportunities around the area. INDOT does plan on improving S.R. 32 from Hamilton County to 421, 2 years earlier than anticipated.

A. Montgomery has attended EDC for Boone County and has been asked to sit on their board.

Million and Company has requested approval of an engagement letter to begin the 2007 audit.

The AAI Legislative Luncheon is January 24 at the Columbia Club. Montgomery Aviation has personally sent invitations to Senators and Representatives inviting them to attend the luncheon. Montgomery asked the Board to send letters and attend the luncheon.

Montgomery Aviation is hosting a pancake breakfast for the Jackson Center, a school for children with Cerebral Palsy, on May 3. Montgomery asked board members to attend the breakfast.

The 4th Quarter report is almost complete and it will be presented in February. There is a cash balance of approximately \$19,000 to start 2008.

Howard asked if the contract for Million and Company is paid from the Montgomery's operating budget? Montgomery stated yes. Howard stated he has reviewed the letter of engagement and recommends a motion to approve. Kapostasy so moved. A. Beaver seconded. Motion carried unanimously (5-0).

Dan Montgomery requested approval of the Maintenance Service Contract with ASMI (Aviation Systems Maintenance, Incorporated). Kapostasy asked if the airport manager is authorized to sign this contract, without Board approval as it is a budgeted item. Howard stated there is a signature for the owner of the property, which is more appropriate. Kapostasy stated he is under the impression that Dan, as our airport manager, would be authorized to sign this as our representative. Why would it have to have Board approval and signature? Silvey

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stated it is paid out of the IEA operating budget, not the county general budget. A. Montgomery stated it is within the operating budget but the total contract is over the amount that Dan can sign without Board approval. Kapostasy appreciates the Board being allowed to participate in the decision but once the decision was made and it is in the budget, in general the airport manager could move forward. Howard stated for future reference, if it is in the IEA operating budget and is paid from your funds, the airport manager can sign the contract. Kapostasy motioned to approve the ASMI contract for 2008. Moran seconded. Motion carried unanimously (5-0).

Woolpert Engineering Report

Capital Improvement Plan

Chris Snyder requested approval of the submittal of the Capital Improvement Plan (CIP) to the FAA and INDOT, Office of Aviation. Kapostasy motioned to approve. A. Beaver seconded. Motion carried unanimously (5-0).

AIP-12 – Master Drainage Plan

Snyder stated Boone County has submitted a new invoice in the amount of \$693.75 for the master drainage plan. This amount was not included in the grant. Snyder does not recommend re-opening the grant unless they would have more invoices. Rauch stated the invoice does include a statement that this is the final invoice. Kapostasy motioned to approve paying Boone County for the fees for the Airport Master Drainage Plan out of the county budget in the amount of \$693.75. Moran seconded. Motion carried unanimously (5-0).

AIP-13 – Parallel Taxiway Construction

Snyder stated Poindexter has been closed out and requested approval to pay all outstanding payments to Poindexter in the amount of \$8,405.59. Tolson motioned to approve. Kapostasy seconded. Motion carried unanimously (5-0). Snyder distributed copies of the final change order for Poindexter and the change order for Michiana to Rauch.

Airport Master Plan

Snyder stated the draft of the Facility Requirements have been presented to the Board and will be sent to the FAA and INDOT for review and comment. The FAA did contact him and asked him a couple of questions regarding the December meeting with the FAA. His concern is that we are leaving room for terminal development and we are following the guidelines. Snyder will send him a report once we have more information.

Additional Master Plan services would be:

- Noise Study for existing/extended primary runway and new crosswind runway (F and G) = \$24,000. This would be hourly rate and prepared by Landrum and Brown.
- Wetland Studies for the entire airport including proposed developments for a total of \$13,740.

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- Archeological – due to the size of the area and potential cost Snyder recommended this wait until the Board finalizes ALP.
- Woolpert Administration = \$2,500
- Woolpert/Aerofinity environmental update is to be determined.
- To start costs would be \$40,240.

Silvey stated we do not know what the potential funding is at this point and are unable to move forward at this time. Snyder requested when the Board does decide to act on these items to contact him so he can see how long the contractor's pricing can be held.

Rule 6 Compliance

Snyder stated the Rule 6 Compliance is in progress and he will report back in February or March.

General Services

Snyder stated the Hoosier Company has submitted a proposal to provide apron lighting on the south jet ramp and the north jet ramp.

- To furnish and install two (2) new floodlights on the northeast corner of the canopy = \$5,500.
- Install one existing wood pole with three new floodlights on the north end of the south jet ramp = \$9,500.
- Install three new floodlights on existing 45 foot steel pole = \$3,100.

Silvey asked what time frame does Snyder anticipate moving forward with these improvements? Snyder stated it is at the Board's discretion; he recommended we get to the next step of the terminal development. It is dark on the south ramp jet, it is something that should be considered in the first part of this year but after the first step of the master plan of the terminal area. Silvey asked Dan Montgomery if he can wait on this until the terminal area master plan is complete. Montgomery stated they can wait. Snyder stated putting the floodlights on the northeast corner of the canopy will not be affected by the master plan. Silvey asked if this could be paid out of our Capital Improvements funding? Howard stated yes. Kapostasy stated he would like to see, from the airport manager, a prioritized list of what these small capital expenditures will be for the entire year for us to look at one time with the funding sources before we approve any further capital spending. This one at a time, unless it is an emergency, should be ending now. Silvey stated he would like to hold a work session in February or March to review the capital expenditures for 2008. Montgomery stated it is very dark on these ramps at night. Silvey asked if the canopy lights would have helped when someone stole the fuel? Montgomery stated yes. Kapostasy stated he does not see this an emergency. No action taken at this time.

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2008 General Services Agreement

Snyder requested approval of the 2008 Profession Service Agreement with Woolpert in the amount of \$15,000. Kapostasy motioned to approve. Tolson seconded. Motion carried unanimously (5-0).

2007 General Services Agreement

Snyder requested approval of the final payment from the 2007 General Services Agreement in the amount of \$4,466.31. Tolson motioned to approve subject to funding. Kapostasy seconded. Motion carried unanimously (5-0).

Trailer City Development

Snyder stated Adam Dehart is meeting with the Boone County Surveyor regarding the Trailer City Development and has asked Woolpert attend that meeting. He has a proposed plan to fix the drainage across the airport property but Snyder has not seen the plan. Howard recommended Snyder does not attend that meeting unless he has seen the plan in advance.

Proposed Hangars by Montgomery's

Kapostasy asked what is the status on the Montgomery's proposed hangars? Snyder stated the Board has received a layout drawing of both facilities, Woolpert has identified all coordinate locations and necessary spacing's. This includes the six unit hangar and corporate hangar. Woolpert is prepared to formally submit it to the FAA for approval and go forward to Boone County. We need the exact location approved by the Board. Howard stated they are still working on the agreements with Montgomery's. Howard requested an Executive Session and then a general meeting immediately following within the next two weeks for discussion of the agreement. Moran asked if we have tenants for all of these hangars? Montgomery stated yes. Kapostasy stated he would like to review the possible locations of the corporate hangar and why was this position chosen. Montgomery stated due to the hangar size and without building more infrastructure, this was the only place the hangar could be placed (on the west side of the south ramp) Kapostasy stated we have talked about corporate hangars for a long time, we have looked at five or six different locations and we always have all of these options and now we only have one location and from two hours of first hearing about it we are going to approve the location; he is concerned we are moving too fast. Snyder stated the building size is bigger than a typical corporate hangar (125' x 135'). Most corporate hangars would be 100' x 100'. We would be able to find more locations to the north for this size. Kapostasy stated he is not challenging the location, he is concerned with the speed, it is where everyone involved has done the due diligence that is appropriate for a major decision for this Board and for this airport. Montgomery stated a G-4 Gulfstream will be in the hangar and this is the only location for the hangar. Snyder stated this was placed on the agenda but he has been told this is on hold for now; it was on the agenda to show the proposed location.

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Old Business

Sheridan Airport

Silvey stated we are making progress on the Sheridan Airport issue but we can not take any action this time.

Next Meeting

Silvey stated he and Kapostasy will not be in town for the February meeting. Silvey asked that the February meeting be cancelled and set a meeting for January 24, 2008. A. Beaver motioned to hold a meeting only for emergency matters on January 24, 2008 at 6:30 p.m. and cancel the February 7, 2008 meeting. Kapostasy seconded. Motion carried unanimously.

Montgomery's Corporate Hangar

Discussion of the location of the Montgomery's corporate hangar and the impact of its location for the airport was held between the Board, Snyder, Dan Montgomery and Carl Winkler. Snyder stated the original Master Plan (1970's) showed a terminal in the long term parking location with two separate hangars to be constructed off of its wings. That has always stayed in the Master Plan. To date, when Snyder has looked at hangar locations they have been T-hangars or smaller size corporate hangars. At a previous meeting Woolpert was asked if we could fit hangars into this location and Snyder identified yes as long as it cleared all of the taxiway object free areas and did not hamper the use of the apron space. Snyder stated he has never shown anything in that location because the corporate hangars we have shown were to the west of the taxiway. This location was proposed by Montgomery's, Woolpert looked at it based on the location, configuration and size of that building. Kapostasy asked which direction would the doors be and the aircraft connect to the taxiway? Snyder showed the Board where the hangar location is on the airport drawing. The door will be facing east with exit and entrance off of the south jet ramp. Kapostasy asked if this will require removal of any of the existing apron? Snyder stated it will not require any of the existing apron. It requires that the structure design be a little higher in its finish grade and we will have to demolish some of the parking lot. There will still be availability for parking and access to the taxiway. Snyder stated there is a storm pipe under the building; the building is proposing keeping the RCP in place and sleeve it through the foundation; so we will not have to do any drainage modifications. Snyder stated the G-4 is bigger and it will need access to pull out of the hangar. Snyder stated there is room for another, smaller corporate hangar in this area. Montgomery stated they will need to get rid of the old trailer; he is hoping the Board allows him to demolish the trailer. Kapostasy asked if the fuel pumps or tanks will have to be moved? Snyder stated no, not at this time. Kapostasy asked if the construction of this requires us to construct additional apron space to make up for the travel space that it is going to use over the existing apron? Snyder stated if we have to find additional tie down spots it would be helpful to identify a row that would be used for tie downs. We can always find a configuration for tie downs. Moran asked if this is a hangar and offices? Montgomery stated yes. Moran asked how many offices and how big? Winkler

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stated one conference room and two (2) offices. Moran asked why the Board has not seen the plan? Montgomery stated because he does not have an agreement yet. Moran stated the Board would like to see a plan of the building. Kapostasy stated we have two separate issues – one is to approve the location, which Dan has the right to build; the second is approval to build this specific structure. We are trying to make sure this project can keep moving. Moran stated he does not think the Board realizes the full size of this structure and if this is the appropriate location for this hangar. Montgomery stated this is a little smaller than the existing corporate hangar. Moran asked if the offices are inside the building? Montgomery stated yes. Kapostasy confirmed this is not intended to be a business? Montgomery stated correct. Moran asked what about parking for his people, a G-4 can carry 18 people. Montgomery stated there is parking on the back side and the owner will park inside the hangar. Kapostasy stated the reason why this location was not chosen before was because we were with the existing crosswind runway design we were reluctant to build anything near that because we did not know exactly what would be needed. The second reason was that on the original Master Plan at the end of the runway was intended to be reserved for a public terminal building; now that we have a terminal in place the need to reserve space for that goes away. Snyder stated you can always reserve a space for a public terminal if you want to do a secondary terminal. Kapostasy stated he can approve the location. Moran stated he sees a conflict that we are giving up parking space and indicated another area to consider. Montgomery stated we can't go to that location due to the fuel farm and sewer.

Tolson motioned to approve the location as discussed. Kapostasy seconded. Motion carried unanimously (5-0).

Silvey adjourned the meeting at 8:37 p.m.

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Present

Don Silvey, President
Tom Kapostasy, Vice President
Tim Tolson, Board Member
Allyn Beaver, Board Member
Ted Moran, Board Member
Michael Howard, Attorney
Chris Snyder, Woolpert
Dan Montgomery, Montgomery Aviation
Andrea Montgomery, Montgomery Aviation
Carl Winkler, Montgomery Aviation
Jeff Apple, Sheridan Airport
Kevin Carlisle, Sheridan
Evan Yoder, Russiaville
Warren White, Willow Marketing
Jon Ogle
Larry Jacobi
Kim Rauch, Secretary

Approved

Don Silvey, President

Date: _____

Attest

Kim Rauch, Secretary

Date: _____